



Position Announcement

Title:	Mitchell Center for African American Heritage Outreach Coordinator
Organization:	Delaware Historical Society 505 N. Market Street, Wilmington, DE 19801
Status:	Full-time, benefits
Salary:	\$40,000
Supervisor:	Mitchell Center for African American Heritage Director

The Delaware Historical Society serves as the statewide, non-profit organization that preserves, explores, shares and promotes Delaware history, heritage and culture to strengthen our community.

Position Description:

The Delaware Historical Society is seeking an enthusiastic, creative, and responsible Outreach Coordinator for the Mitchell Center for African American Heritage (MCAAH).

The Mitchell Center Outreach Coordinator will develop strategic partnerships and maintain existing collaborations with community stakeholders. Through these partnerships the Outreach Coordinator will also contribute to the development of revenue-generating programs and increasing sponsorship support by participating organizations. The successful candidate will establish effective communications of the Center's mission, projects and programs through the use of social media, brochures and other marketing materials. The successful candidate will conduct evaluations of the Center's programs and recommend strategies to strengthen the Center's reach and impact of its on-site, off-site, and distance learning programs across Delaware's three counties (New Castle, Kent, and Sussex). Working with the MCAAH Director and DHS staff, the Outreach Coordinator will support research on African American history in Delaware and will publish and promote historical content (including digital history projects) on a page on the Society's website for easy access.

The successful candidate must demonstrate a passion for education, community engagement, and African American history and culture.

This position is full-time with benefits. Some weekend and evening hours required. Travel is required.

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About the Organization:

The purpose of the Mitchell Center for African American Heritage is to collect, preserve, research and present for public enrichment the history and heritage of Delaware's African Americans. The Mitchell Center includes *Journey to Freedom*, an exhibition which explores Delaware's African American history through ten thematic sections beginning with Delaware's first documented black resident Antoni Swart, also known as Black Anthony, an enslaved African transported from the West Indies in 1639. The exhibition presents topics of slavery and resistance, faith and freedom, pursuit of equality and expressions of self-hood and community. The Mitchell Center uses a variety of methods to present the African American historical record. Museum and web exhibitions, educational programs, lectures and special events complement historical society programs on African American history and culture.

In addition to the Mitchell Center the Delaware Historical Society includes the Delaware History Museum, DHS Research Library, and Willingtown Square all located in downtown Wilmington as well as the George Read II House & Gardens located in New Castle, Delaware.

Responsibilities:

- Coordinate, plan, and schedule meetings between MCAAH staff and community stakeholders;
- Conduct MCAAH exhibit and program evaluations and prepare reports and recommendations based on results;
- Create social media campaigns and assist with designing marketing materials for MCAAH;
- Utilize web-based tools to facilitate collaborative projects and expand reach of the Center's programs and associated materials to libraries, schools, and community centers;
- Work with MCAAH and DHS staff to participate and provide support in planning and implementation of programs institution-wide based on national, state, and Common Core standards;
- Maintain all educational spaces used for MCAAH programs;
- Assist in the proper and effective marketing and promotion of MCAAH programs and events;
- Provide great customer service to patron and supervise visitors' activities to ensure compliance with museum's regulations and safety practices;
- Other responsibilities as assigned.

Qualifications/Skills:

- Minimum of three years of relevant experience with organizing events, gathering meetings, or serving as a community liaison at a public history agency, history museum, historical society, or cultural organization.
- Bachelor's degree preferred with interest in any of the following areas: Africana Studies, American History, Education, Public History/Humanities, Museum Studies or related fields.
- Proficiency with Microsoft Office Suite programs as well as an understanding of web-based and social media messaging and management.
- Prior experience working with K-12 students or in a school environment preferred.
- Excellent organization and time management skills.
- Ability to interact with students and public in positive, enthusiastic manner.
- Effective interpersonal skills and ability to work as part of a team.
- Positive attitude, an open mind, and flexibility.

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To apply please send a cover letter, resume, a writing samples (300 words or less) and three (3) references to

Rachael Mead, Executive Assistant, at rmead@dehistory.org
by August 5, 2019.

Please no telephone calls.

The Delaware Historical Society is an equal opportunity employer.
See dehistory.org for more information about the Delaware Historical Society.